

## **Job Description**

<b>Role</b>	Provision Manager
<b>Department</b>	Real Education Ltd
<b>Location</b>	Designated Alternative Provision Hub
<b>Accountable to</b>	Alternative Provision Manager

## **Function of role**

To act as the line manager for alternative provision team staff and be accountable for the day to day operations of the site. You will support and maintain a high level of learner engagement through collaborative preparation and delivery of an innovative, creative and flexible curriculum. You will also be the lead tutor for this curriculum

## **Accountabilities**

Act in accordance with the organisation's policies and procedures under the guidance of the designated Provision Manager and adhere to the organisation's Equal Opportunities and Diversity policy.

Advocate on behalf of the young people and their families on alternative provision within your designated hub. Encourage their involvement in the decision making and management of alternative provision.

Be responsible for the line management of designated alternative provision staff, through regular support and supervision, and team meetings. Act as the initial point of escalation for any issues requiring further support from senior management.

Be responsible for all aspects of learner health and safety, ensuring the designated hub is risk assessed, and informing the designated health and safety manager of any accidents or identified risks through the agreed significant incident reporting form.

Be aware of all safeguarding procedures on a day to day basis, adhering to these where appropriate through the Designated Safeguarding Officer, and be aware of all policies and practice in relation to the safety of young people and vulnerable adults.

Be responsible for the smooth running of a locality working model by effective liaison with centralised services including venue management, HR, finance, and business support services (where appropriate).

Be pro-active in the day to day upkeep of the designated hub. This includes cleaning and maintenance as well as the overall security by fulfilling the role of a key holder.

Be responsible for the collection, collation and recording of alternative provision pupil information including learner profiles, pen pictures, risk management procedures and special educational needs and monitor the suitability of delivery to meet the identified needs. Ensure designated staff are providing good quality schemes of work, lesson plans and a suitable curriculum.

Be responsible for all assessments, pupil tracking documents, progress reports and feedback reports to commissioning bodies for young people in alternative provision e.g. Education, Health and Care plans, KS3 & KS4 transition planning, and post 16 opportunities.

Carry out additional duties as reasonably requested by the Head of Service, Real Education Ltd and/or the Alternative Provision Manager and be responsible for your own continuous professional development.

### **Performance indicators**

Able to meet annual performance management criteria to a good or outstanding standard.

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

Able to demonstrate outcomes thinking through regular support and supervision.

Achievement of positive outcomes for young people.

### **Key values and ethos of organisation**

Trust

Innovation

Achievement